

The types of expenses able to be paid or reimbursed from the MEA are listed in section 10 of the Remuneration Guidelines. Parish Council may approve other expenses in particular circumstances. Expenses are paid monthly upon presentation of tax invoices or reimbursement claims in a form specified by the Parish Treasurer.

NOTE: The Parish may wish to insert the type of expenses that ministry staff can claim from an MEA.

Ministry staff who purchase a motor vehicle under a financing arrangement must inform the Wardens prior to entering such an arrangement*. Repayments to external financiers will be made directly to the financier by the Parish from the MEA of the ministry staff member.

***NOTE:** Certain car financing arrangements can place a liability upon the Wardens that the Wardens may not be willing to accept. The remuneration policy should detail the process for seeking approval.

9. Superannuation

Superannuation for all staff is paid according to Government legislation (currently 9.25% of stipend or salary) with an additional amount paid by the Parish as recommended by the Diocese for any ordained and stipendiary lay workers (refer to the Remuneration Guidelines for the specific amount). Additional employee contributions can be made through a stipend or salary sacrifice arrangement.

Under Government legislation staff are not required to use the 'industry' Super Fund (the Anglican National Superannuation Fund managed by AMP) but can nominate which fund to direct their superannuation payments into.

Superannuation for ordained staff is paid at 17% of the minimum stipend (refer to the Remuneration Guidelines for the specific amount) and recovered from the Parish through the Parish Cost Recoveries system.

10. Long Service Leave

All staff have an entitlement to Long Service Leave. Clergy have special arrangements as stipulated by the national church under the Anglican Church of Australia Long Service Leave Fund. Generally full time ordained ministry staff receive 10 weeks for every 10 years of service. Long service leave must be approved by the Regional Bishop. Further information can be found in the Remuneration Guidelines.

Lay Stipendiary and other workers are entitled to 2 months leave for 10 years of continuous service under the Long Service Leave Act. Long service leave must be approved by the Rector and Wardens. Further information can be found in the Remuneration Guidelines.

11. Annual Leave, Personal/Carer's Leave and Other Leave

Annual Leave

Entitlement for ministers and assistant ministers

Ministers and assistant ministers are entitled to 4 weeks annual leave each year. For the purpose of calculating annual leave, a week is the number of days that the minister would normally work.

Generally, annual leave should be taken before the expiry of two years after the date on which the leave entitlement accrued. As far as possible leave should only be taken after consultation with the Rector and/or Wardens (as applicable) and only after suitable arrangements have been made for a person or persons to perform the minister's or assistant minister's duties in that person's absence.

Leave in excess of entitlement

Leave in excess of the 4 week annual entitlement may be taken by a member of the ministry staff with the consent of the wardens. Typically, this may be for such things as attendance at CMS Summer School, an overseas trip to meet missionaries in the field, or an overseas trip to undertake further study.

Attendance at sessions of the Synod of the Diocese or General Synod to which the member of the ministry staff has been summoned should not be deducted from the normal 4 weeks annual leave entitlement.

NOTE: The Parish Council may wish to include in the Remuneration Policy forms of additional leave for certain ministry staff, having regard to the above and other circumstances (e.g., sabbatical leave).

Entitlement for lay ministers

Under the National Employment Standard ('NES') of the Fair Work Act 2009 ('the Act'), a lay minister will be entitled to 4 weeks leave each year. Lay ministry staff will need to complete a leave form for approval by the Rector.

Leave Loading

Having regard to common community practice, a loading on annual leave is not considered appropriate for ministry staff. However, persons employed under an award (e.g., an office administrator) will be entitled to the payment of an annual leave loading if the award so prescribes.

Personal/Carer's Leave and Compassionate Leave

Entitlement for ministers and assistant ministers

If ordained ministry staff are unable to perform their normal duties due to sickness or accident, the parish will continue to pay the agreed stipend and allowances until the minister or assistant minister recovers or, in the case of a prolonged illness, a course of action can be mutually agreed upon.

Ordained ministry staff can claim some medical expenses (subject to certain conditions) from the Diocesan Sickness and Accident Fund (refer to the Remuneration Guidelines for more information).

Entitlement for lay ministers and other staff

Under the NES the entitlements are –

- 10 days paid personal/carers' leave per year (pro rata, cumulative)
- 2 days unpaid carer's leave (on each occasion when needed, once the paid personal/carers' leave is exhausted)
- 2 days paid compassionate leave (on each occasion when needed)

However, the Parish Council may determine a greater amount such as that granted under the NES.

Public holidays

Ordained ministry staff will be allowed those public holidays which are generally provided to the broader community except where normal ministry activities are expected to be undertaken (e.g., Christmas Day and Good Friday services). Such public holidays should only be taken on the relevant day unless the wardens have given consent for other arrangements.

Parental Leave

Ministers and assistant ministers

There are no prescribed entitlements for ordained ministry staff and therefore they will need to discuss with the Parish Council the taking of leave in these instances.

Lay ministry staff

All lay ministry staff are employees for this purpose. Those with at least 12 months of continuous service are entitled to maternity leave, paternity leave or adoption leave (as appropriate) under the NES.

12. Parish Cost Recoveries – Ordained Staff only

The following remuneration components are paid by the Parish through the Diocesan Parish Cost Recoveries system on behalf of ordained ministry staff –

- Superannuation contributions;
- Long service leave provision – for full-time staff (the parish will need to make an appropriate provision for LSL for part-time staff)
- Diocesan Sickness and Accident Fund; and
- Diocesan Stipend Continuance Plan.

The amounts for each of the above are determined on an annual basis. For more information please contact the Parish Treasurer or refer to the Remuneration Guidelines.

13. Reference Awards for Administrative Staff

There is no single award which generally applies to administrative positions. However, typical awards that may be used as a guide for remuneration of administrative positions are but not limited to –

- Clerks (Private Sector) Award 2010
- Miscellaneous Award 2010

NOTE The Parish should elect the most appropriate award having regard to the duties being performed – refer to point B5 of Appendix B of the Employment Relations Guidelines for Parishes.

Approved by the Parish Council on [date]

Rector [Name]

Warden [Name]

Warden [Name]

Warden [Name]

Copy to Parish Treasurer